

**SECURITY POLICE
COMBAT READINESS TRAINING CENTER (CRTC)**

- 1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload volume.
- 2. Authority.** AFI 31-series of Air Force and Air National Guard directives contain US Air Force and command policy and procedural guidance for the Security Police work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, and is the result of a functional review.
- 3. Applicability.** This standard applies to the CRTC's located at Phelps Collins ANGB, Alpena, MI; Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Garden City, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS. This standard applies to peacetime operations only.
- 4. Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 4 April 1995.
 - c. Manpower Data Source. Staffing Pattern.
 - d. Standard Manpower Equation. $Y = 1$ (Constant Manpower).
 - e. Workload Factor. N/A.
- 5. Application Instructions.** This work center requires constant manpower of one. No other application instructions apply.
- 6. Statement of Conditions.** The conditions listed below had no effect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

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Major General, USAF
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OFFICIAL

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

SECURITY POLICE

DIRECT:

1. MANAGEMENT:

1.1. MANAGES SECURITY AND LAW ENFORCEMENT ACTIVITY. Manages security and law enforcement activity to include installation security, law enforcement, resource protection, and information security.

1.2. SUPERVISES ON-SCENE ACTIVITY. Supervises security force engaged in normal and emergency security situation.

1.3. ADVISES AND COORDINATES WITH LOCAL COMMANDER. Advises and coordinates with local commander in formulating and enforcing policy and procedure for the security of priority resources, law enforcement, and the elimination of conditions which adversely affect the security of priority B and C resources on the installation.

1.4. COORDINATES WITH VISITING UNIT. Reviews visiting unit request for security and coordinates requirement for protection of USAF physical resource.

1.5. COORDINATES WITH EXTERNAL AGENCY. Coordinates with Office of Special Investigations and local civilian police relative to counterintelligence matter affecting the base security program.

1.6. REVIEWS SUPPORT AGREEMENT. Reviews and prepares input to the security police portion of support agreement in accordance with (IAW) AFI 25-201, *Host-Tenant Support Responsibilities of US Air Force Organizations*.

1.7. DEVELOPS AND REVIEWS DIRECTIVE. Develops policy, procedure, plan, operating instruction, checklist, and performance standard. Researches, drafts, proofreads typed copy, and signs completed product. Reviews directions from other functional area for impact on security.

1.8. REVIEWS PLAN. Reviews plan for accuracy and completeness. Takes corrective or approval action.

1.8.1. REVIEWS RESOURCE PROTECTION PLAN.

1.8.2. REVIEWS CONTINGENCY ACTIVITIES PLAN.

1.8.3. REVIEWS INPUT TO PLAN FOR WHICH ANOTHER AGENCY IS OFFICE OF PRIMARY RESPONSIBILITY.

1.9. INSPECTS PERSONNEL AND FACILITY:

1.9.1. INSPECTS PERSONNEL. Inspects personnel at post to ensure alertness, performance, compliance with operating procedure, and proper uniform.

1.9.2. INSPECTS FACILITY. Performs inspection of work center facility for adequacy of housekeeping. Identifies safety and fire hazard. Identifies equipment and facility condition requiring maintenance or repair.

1.10. PERFORMS INITIAL ORIENTATION. Initiates hiring process, conducts initial interview, chairs selection board, makes original job assignment, and acquaints newly assigned individual with unit.

1.11. RATES PERFORMANCE:

1.11.1. COUNSELS INDIVIDUAL. Counsels subordinate on manner of performance and progress in professional development and suggests area for further growth and improvement.

1.11.2. PREPARES EVALUATION. Develops evaluation by researching, evaluating, drafting, proofreading typed copy, and signing completed product.

1.11.3. PREPARES ENDORSEMENT. Reviews and approves evaluation and prepares endorsement.

1.11.4. NOMINATES INDIVIDUAL/UNIT FOR AWARD. Develops recommendation by researching, evaluating, drafting, proofreading typed copy, and signing completed product.

1.12. APPROVES/DISAPPROVES STATE EMPLOYEE VACATION, HOLIDAY, SICK LEAVE, AND COMPENSATORY TIME OFF.

1.13. INFORMS PERSONNEL. Keeps personnel informed of change affecting work priority, organizational requirement or status, and work shifts.

1.14. DRAFTS COMMUNICATION. Drafts communication from information available, including researching sources of information and proofreading typed product.

1.15. RECEIVES AND ASSISTS VISITING OFFICIAL.

2. SECURITY POLICE OPERATIONS:

2.1. SUPERVISES SHIFT DUTY SCHEDULE. Oversees proper shift schedule depicting duty, training, and appointment days for state employees.

2.2. ADVISES DEPLOYED UNIT'S SECURITY FORCE ON FLIGHT LINE SECURITY DURING EXERCISE AND OTHER ACTIVITY.

2.3. PREPARES APPOINTMENT AND TRAINING SCHEDULE:

2.3.1. PREPARES ANNUAL TRAINING PROJECTION. Determines six-month training projection and identifies and resolves potential scheduling conflict.

2.3.2. APPROVES MONTHLY SCHEDULE. Manages monthly training schedule to ensure all personnel are fully trained.

2.4. REVIEWS PERSONNEL SCHEDULE. Reviews personnel work schedule to ensure proper management of resources.

2.5. OVERSEES SECURITY POLICE ACTIVITY. Spot-checks work in progress to ensure compliance with directives, proper supply discipline, and care of equipment. Discusses problem area and directs corrective action.

2.6. REVIEWS GROUND ACCIDENT REPORT. Reviews all accident reports, determines if further investigation is required, and completes Vehicle Control Officer documentation on assigned vehicle.

2.7. INVESTIGATES INCIDENT. Investigates incident, completes report, and advises commander on proper procedure.

3. OPERATIONS PLANNING:

3.1. DEVELOPS PLAN AND PROCEDURE:

3.1.1. PLANS AEROSPACE SYSTEM SECURITY. Plans and directs local ground defense activity for priority B and C resources IAW AFI 31-101, *The Air Force Physical Security Program (PA)*. Coordinates with deployed unit security force to ensure proper protection is afforded during annual training. Acquires resource, plan, and schedule for National Guard Bureau (NGB) sponsored exercises and implements flight line procedures.

3.1.2. PLANS CONTINGENCY OPERATION. Plans and implements contingency operations IAW Joint Army and Air National Guard agreement.

3.1.3. PLANS SECURITY POLICE TRAINING. Plans and directs State Security Officer Training IAW applicable directive. Coordinates Air National Guard, Air Force, Air Force Reserve, other Department of Defense agencies, and local law enforcement training.

3.2. COORDINATES SECURITY ACTIVITY. Informs commander of operations status and exceptions to normal conditions, coordinates with other agencies concerned when activities may affect other work centers, or when external factors affect capability.

3.3. MANAGES UNIT INSPECTION PROGRAM. Arranges outside inspection, maintains record of all discrepancies found during self-inspection, and takes necessary corrective action.

4. LAW ENFORCEMENT:

4.1. ACTS AS LIAISON WITH OUTSIDE AGENCY. Determines requirement for public law enforcement and requests necessary support. Coordinates with outside agency to arrange traffic control for base event.

4.2. COORDINATES WITH DEPLOYED UNIT'S SECURITY COMMANDER TO DETERMINE LAW ENFORCEMENT SUPPORT.

4.3. PROVIDES WEAPON SECURITY. Provides weapon accountability and security protection for permanent and temporary storage.

4.4. MANAGES VEHICLE REGISTRATION, PASS, AND IDENTIFICATION PROGRAM. Ensures eligibility of personnel requesting registration, pass, and identification clearance.

4.5. MANAGES CENTRAL SECURITY CONTROL OPERATION:

4.5.1. MAINTAINS CONTINUOUS SECURITY. Maintains 24-hour base operation for emergency action, security incident, and communication.

4.5.2. MANAGES OPERATIONAL CAPABILITY OF SECURITY SYSTEM AND DURESS ALARM SYSTEM. Ensures proper operation and justifies funding.

5. UNIT TRAINING PROGRAM:

5.1. DEVELOPS TRAINING PLAN. Monitors unit, individual, specialized, and qualification training requirement to incorporate into training plan; prepares and distributes plan to state employee for training accomplishment; and coordinates travel arrangements.

5.2. DEVELOPS, UPDATES, AND MAINTAINS TRAINING MATERIAL:

5.2.1. DEVELOPS AND UPDATES TRAINING MATERIAL. Researches, drafts, reviews, and prepares specialized and qualification training outline, lesson plan, chart, mock-up, demonstration, test, and teaching aid required for instruction. Updates training material.

5.2.1.1. DEVELOPS, UPDATES, AND LOCALIZES EDUCATIONAL SUBJECT BLOCK INDEXES.

5.2.1.2. DEVELOPS AND UPDATES TRAINING EXERCISE AND EVALUATION OUTLINES.

5.2.1.3. DEVELOPS AND UPDATES SPECIAL TASK CERTIFICATION AND RECURRING TRAINING.

5.2.1.4. DEVELOPS AND UPDATES TASK PERFORMANCE CHECKLIST (AF FORM 689).

5.2.2. MAINTAINS SPECIALIZED AND QUALIFICATION TRAINING FILE. Files AF Form 522, Ground Weapons Training Data and USAF Firearms Qualification, and AF Form 497, Air Force Policy Statement, Firearms Safety and Use of Force.

5.2.3. MAINTAINS AND UPDATES PERSONNEL AND TRAINING MANAGEMENT COMPUTER PROGRAM, SECURITY POLICE AUTOMATED SYSTEM.

5.2.4. CERTIFIES TRAINING. Certifies training by initialing training received and signs and completes form.

5.3. CONDUCTS UNIT SECURITY TRAINING:

5.3.1. PREPARES FOR UNIT SECURITY TRAINING.

5.3.2. CONDUCTS FORMAL CLASS ON MISSION CHANGE AND REQUIREMENT.

5.3.3. CONDUCTS FORMAL CLASS FOR SECURITY POLICE AUGMENTEE.

5.3.4. ADMINISTERS PHASE I QUALIFICATION TRAINING. Administers qualification training to newly assigned security personnel to include local, major command, and Air Force mission procedures and requirements before an individual is released for duty.

6. COMBAT ARMS TRAINING AND MAINTENANCE RESPONSIBILITIES:

6.1. MANAGES SMALL ARMS RANGE. Receives request from federal, state, county, or local law enforcement official for use of training facility and approves and schedules the activity on a noninterference basis.

6.2. INSPECTS RANGE. Ensures range maintenance is accomplished.

6.3. SUPERVISES QUALIFICATION TRAINING FOR ASSIGNED STATE SECURITY POLICE.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Security Police/FAC 4300TC			Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Security Police	811X0	AGR	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											